



Position Description: Executive Director

The Executive Director serves as the chief administrative officer of the Sawtooth School for Visual Art (SSVA), and reports directly to SSVA's Board of Directors. The Executive Director is responsible for leading and directing the organization and for the day to day operation of SSVA. This includes, but is not limited to personnel, fiscal, and facilities management; program development; fundraising; strategic planning; and public relations. All program directors and administrative staff report directly to the Executive Director.

Principal Duties and Responsibilities:

The Executive Director is responsible for personnel management, including, but not limited to the following:

- Recruit, hire, train and develop staff; including ongoing professional development.
- Manage documentation of personnel and serve as organization liaison for individual concerns.
- Establish performance goals/objectives and conduct performance evaluations and performance counseling.
- Structure and administer compensation plans.
- Coordinate with the Board of Directors to establish/revise personnel policies.
- Assess and recommend improvements in organizational/staff structure and job descriptions.
- Maintain staff vacation records and assure that staff is available during regular business hours.
- Record and update staff job descriptions as needed.
- Convene regular staff meetings to promote communication between coordinators, the Executive Director, and the Board.

The Executive Director is responsible for fiscal management, including, but not limited to the following:

- Assist the Treasurer and President of the Board in the preparation of yearly budgets and business plans.
- Provide accurate reporting of all funds: operating (including the store and gallery sales and artist commissions) grant awards, donations, etc.
- Provide Arts Council with Quarterly Program Analysis Report.
- Write and submit grant applications.
- Write and submit grant reports when required.
- Oversee accounting, bookkeeping, and maintenance of financial records and relationships.
- Sign checks, approve purchases and provide day to day oversight of budget and cash flow.



- Oversee third-party financial audits and submit state and federal tax reports.
- Update, apply for and keep current the North Carolina solicitation license and any other required legal documentation and licensing.

The Executive Director is responsible for facilities management, including, but not limited to the following:

- Manage relationships and negotiate contracts with service suppliers, lease holders, contractors.
- Determine the short and long term operational needs with regard to all equipment/ office/personnel and facilities and develop a plan to address them.
- Respond to requests for facility rental by outside groups.
- Promptly attend to all facilities repairs, maintenance, and work orders and ensure that all office equipment is in good working order.
- Assist in general office procedures.
- Answer phones.
- Provide customer service.
- Process registrations.
- Process incoming email regarding programs/events/class and camp inquiries.
- Order office supplies as needed.

The Executive Director is responsible for program development, including, but not limited to the following:

- Ensure programs are consistent with the mission and vision of SSVVA.
- Ensure programs are delivered in a professional, cost-effective manner.
- Assess and recommend improvements, additions, deletions to programming.
- Respond to the needs of specific groups who visit or rent the facility, i.e., Leadership Winston-Salem Arts Day.
- Develop programs or events tailored to the request.
- Process invoices related to these activities.
- Cultivate relationships with outside groups.

The Executive Director is responsible for fundraising, including, but not limited to the following:

- Management of all facets of annual membership and fundraising efforts, i.e., special events, annual appeals, capital fund drives.
- Serves as staff support for the Development Committee of the SSVVA Board of Directors.
- Serve as organization liaison on all special events and fundraising committees to assure smooth operations concerning facilities usage, studio availability and established vendors and accounts information. Maintain records for each event.



- Identify, research, and investigate new funding opportunities from corporations, foundations, government, and individual sources.
- Management of grant proposal process including grant research and grant writing.
- Stewardship and cultivation of key SSVA prospects and donors.
- Develop and maintain successful relationships with funding agents, agencies, donors, and members.
- Acknowledge any donations, contributions, and memberships received by letter including tax ID#.
- Prepare donor recognition listings for quarterly catalog.

The Executive Director is responsible for strategic planning, including, but not limited to the following:

- Facilitate, help develop and implement strategic plans in concert with the Board of Directors.
- Provide routine progress reports on strategic plan implementation to the Board of Directors.
- Assess and recommend amendments to strategic plans, if necessary.
- Participate in board development and help identify prospective members to fulfill SSVA needs.

The Executive Director is responsible for public relations, including, but not limited to the following:

- Communicate clearly and effectively with a wide range of people and organizations, including media.
- As needed send press releases on events, awards, and other pertinent information.
- Consult on the design of all flyers, posters for special events, workshops, classes (quarterly catalogs) and camps.
- Review and edit all advertising pieces and marketing collateral, including quarterly course catalogs.
- Respond to inquiries from the press and general public.
- Write and submit grants for advertising assistance.
- Represent and promote the SSVA at all governmental levels and build relationships with community and elected leaders.



Qualifications and Experience:

- Preferred masters degree in arts management, fine arts, or related disciplines.
- Preferred minimum of three years executive management in a non-profit organization.
- Proven record of non-profit fundraising, including grant writing and annual appeals.
- Experience in team leadership, staff management, and managing organizational change.
- Preferred skills include: team building, dynamic leadership, conflict resolution, relationship building, networking, public speaking, advocacy, advanced writing, computer literacy, arts education program design and implementation, ability to access resources, budgeting and financial reporting, strategic planning
- Ability to develop a creative and supportive atmosphere in which staff, faculty, and volunteers will consistently reach SSVAs goal of providing quality arts education experiences to the community.

Compensation and Benefits:

Company-wide employee benefits offered include QESHRA insurance reimbursement, and four (4) weeks of paid time off with additional sick leave and holidays.

Submission and Deadline:

Interested persons should submit a cover letter, resume, and three professional references including one supervisor/board member to amyjordan@sawtooth.org, by **November 30, 2022**, or until position is hired. Submissions will be considered as they are received.